



# CITY OF MOUNTAIN VIEW

Date: \_\_\_\_\_

Vendor No: \_\_\_\_\_

## REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

We are required by the Internal Revenue Service to obtain the tax status and taxpayer identification number of certain individuals and organizations that receive payments from the City. Please complete the below W9 form so we may confirm the accuracy of our records. Be sure to sign, date the form, and return it as soon as possible. Thank you for your cooperation.

E-mail to: [accountspayable@mountainview.gov](mailto:accountspayable@mountainview.gov)

Or Mail to: CITY OF MOUNTAIN VIEW

FINANCE DEPARTMENT

ACCOUNTING DIVISION

P O BOX 7540

MOUNTAIN VIEW CA 94039-7540

Or Fax to: 650-963-3114 (with no cover sheet)

Form (Rev. December 2014) Department of the Treasury Internal Revenue Service	<b>W-9</b>	<b>Request for Taxpayer Identification Number and Certification</b>		Give Form to the requester. Do not send to the IRS.
		1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
		2 Business name/disregarded entity name, if different from above		
		3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
		5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)	
		6 City, state, and ZIP code		
		7 List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b>																																				
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																																				
<table border="1"><tr><td colspan="9">Social security number</td></tr><tr><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr></table> or <table border="1"><tr><td colspan="9">Employer identification number</td></tr><tr><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr></table>	Social security number													-					Employer identification number													-				
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<b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																				

<b>Part II Certification</b>
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶	Recycled Paper
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